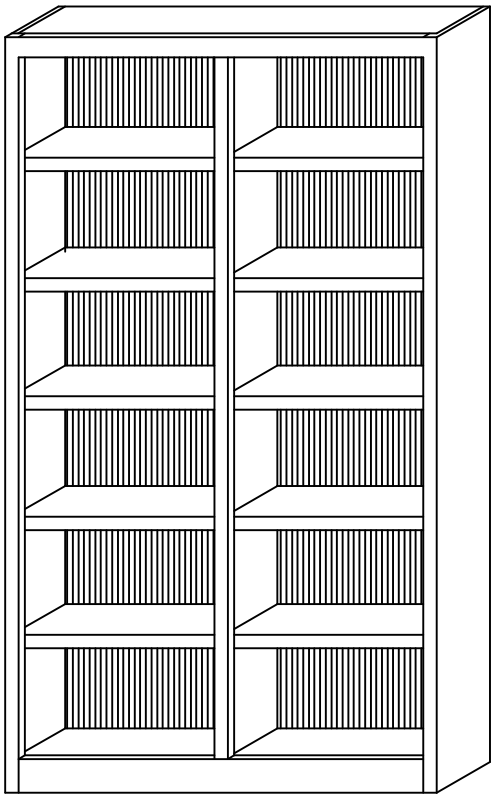


ASSEMBLY MANUAL
Bookcase
Model # MI 4884-E

CAUTION
MUST HAVE 2 PEOPLE TO ASSEMBLE. DO NOT LIFT OR TILT ON SIDE OR CORNERS DURING ASSEMBLY.

TOOLS REQ.
* Screwdriver
* Rubber Mallet
* A Friend

IMPORTANT

DEAR CUSTOMER,
To ensure that you have a speedy and pleasant time assembling your unit
PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE BEGINNING ASSEMBLY.
If you need assistance, **DO NOT CALL THE STORE,** call us. Our Customer Service Group is here to help you.
CALL MONDAY-FRIDAY, BETWEEN 8:00 AM TO 3:00 PM PACIFIC TIME.
Please be sure to follow the construction order in the Assembly Manual and complete each step before you proceed to the next step.

Call: **USA**
Plycraft Industries Inc.
2100 E. Slauson Ave.
Huntington Park, CA 90255
E-mail: plycraft@ix.netcom.com

Toll Free Telephone # 1-800-765-9035 **Telephone # 1-323-587-8101** **Fax # 1-323-587-8220**

LIST OF PARTS WITH QUANTITY MODEL # MI 4884-E
DESCRIPTION QTY

WOOD PARTS

Left Side.....1

Right Side.....1

Top.....1

Bottom.....1

Partition.....1

Top Kicker.....1

Bottom Kicker 1

Adjustable Shelves.....10

Back Panel.....2

TOOLS REQUIRED:
- **SCREWDRIVER**
- **RUBBER MALLET**

ESTIMATED ASSEMBLY TIME 30 MINUTES.
ASSEMBLE ON SOFT SURFACE TO PREVENT DAMAGE TO THE FINISH.
RECOMMENDED NUMBER OF PEOPLE NEEDED FOR ASSEMBLY 2.

LIST OF PARTS WITH QUANTITY MODEL # MI 4884-E

DESCRIPTION (DRAWINGS NOT TO SCALE)

HARDWARE	QTY
FASTENER PINS	12
CAMS	12
SHELF SUPPORT PINS	40
SCREWS (CLEATS) 1 ¼”	8
SCREWS (BACK PANEL) 5/8”	34
WASHERS	6
MOUNTING BRACKETS	2
SCREW (MOUNTING BRACKET) 5/8”	1
NYLON RESTAINT STRAP	1
DRY WALL ANCHOR	1
DRYWALL SCREW 1 ¼”	1

ASSEMBLY MANUAL

Step 1. Please READ INSTRUCTIONS carefully before beginning. Assemble in the general area you want your new bookcase to be placed. IMPORTANT: WE RECOMMEND THAT A FRIEND ASSIST YOU WITH ASSEMBLY FROM THIS POINT FORWARD.

Step 2. On a clean soft surface, such as a carpet or the inside of the carton, place RIGHT SIDE, with the small-predrilled holes facing up and the long raised edge facing towards you. See Figure 1.

Step 3. Insert and screw 4 metal fastener pins into 4 small pre-drilled holes of RIGHT SIDE. DO NOT OVER TIGHTEN. See Figure 1.

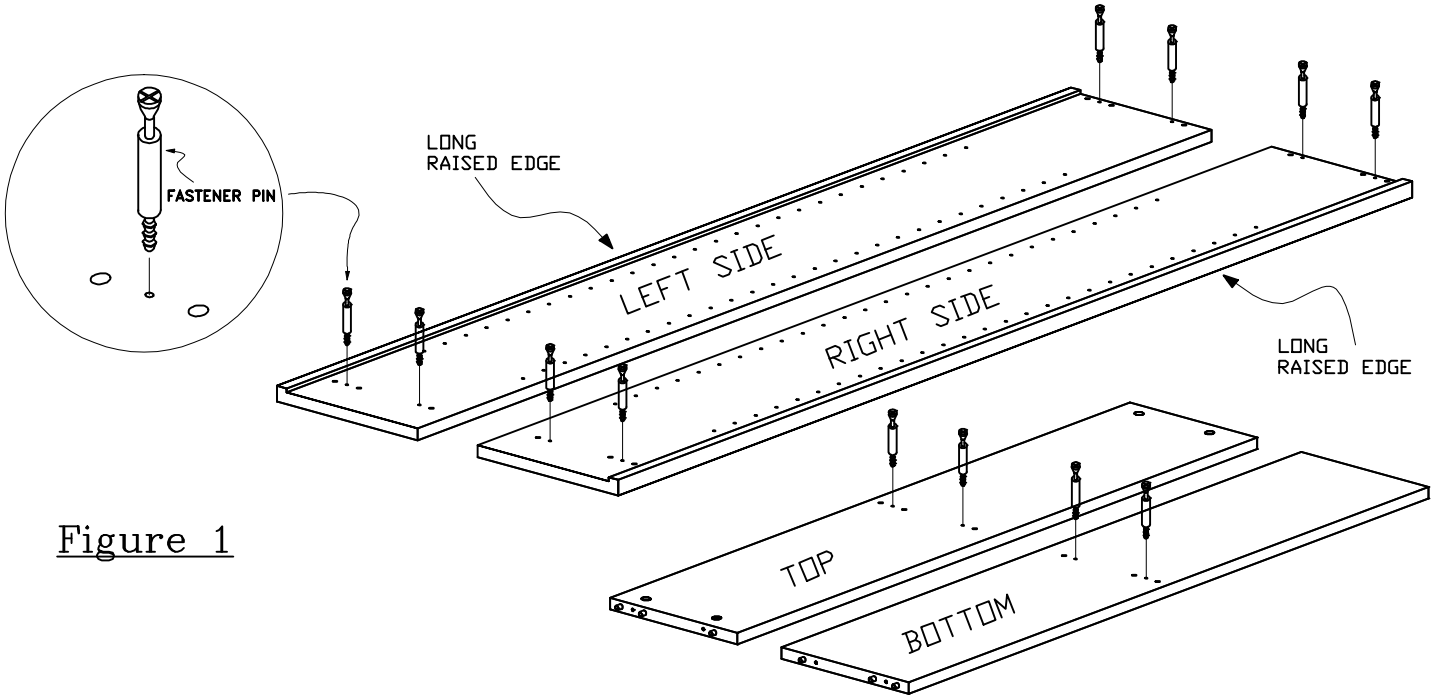


Figure 1

Step 4. With your friend, carefully place LEFT SIDE, with the small-predrilled holes facing up and the long raised edge facing towards you. See Figure 1.

Step 5. Insert and screw 4 metal fastener pins into 4 small pre-drilled holes of LEFT SIDE. DO NOT OVER TIGHTEN. See Figure 1.

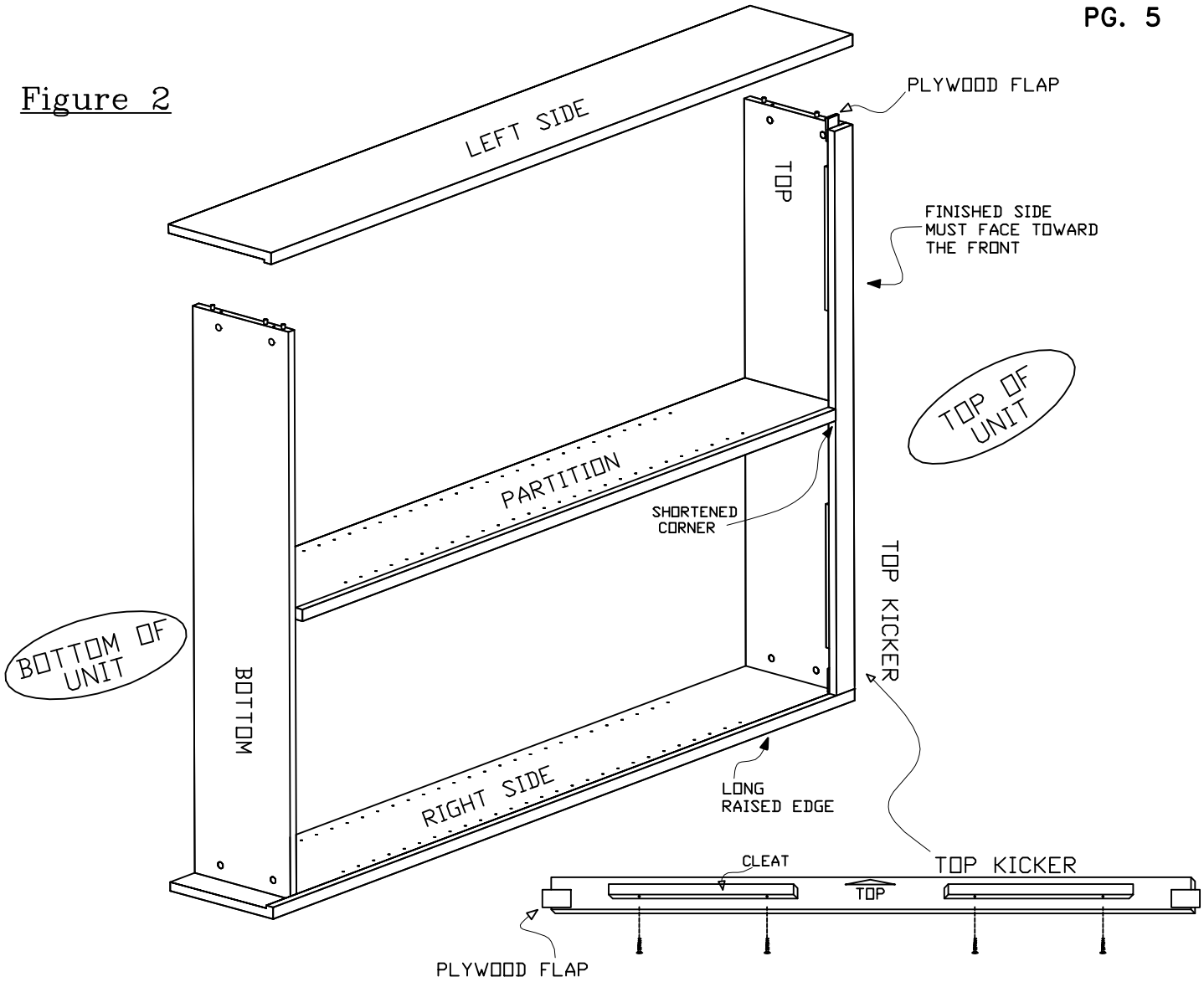
Step 6. With your friend, carefully place TOP (finished on both sides), with the small-predrilled holes facing up. See Figure 1.

Step 7. Insert and screw 2 metal fastener pins into 2 small pre-drilled holes of TOP. DO NOT OVER TIGHTEN. See Figure 1.

Step 8. With your friend, carefully place BOTTOM, with the small-predrilled holes facing up and unfinished face with big holes (for cams) facing down. See Figure 1.

Step 9. Insert and screw 2 metal fastener pins into 2 small pre-drilled holes of BOTTOM. See Figure 1.

Figure 2



Step 10. With your friend, position RIGHT SIDE with the fastener pins facing up and the long raised edge toward you. See Figure 2.

Step 11. With your friend, insert BOTTOM into the holes and fastener pins of RIGHT SIDE. Make sure the large predrilled holes and unfinished side are facing toward the bottom of the unit. Press together firmly to close all gaps between the pieces. See Figure 2.

Step 12. With your friend, insert TOP into the holes and fastener pins of RIGHT SIDE. Make sure the large predrilled holes and the fastener pins are facing toward the bottom of the unit. Press together firmly to close all gaps between the pieces. See Figure 2.

Step 13. CAUTION: OVERSPREADING THE PANELS MAY CAUSE THE DOWELS TO BREAK. TOGETHER YOU AND YOUR FRIEND MUST HOLD the TOP AND THE BOTTOM WHILE YOU INSTALL THE PARTITION.
With your friend carefully, insert PARTITION into the holes and fastener pins of the TOP and BOTTOM. Make sure to position the shortened corner at the top of the unit. Figure 2.

Note: BOTTOM KICKER is wider than TOP KICKER.

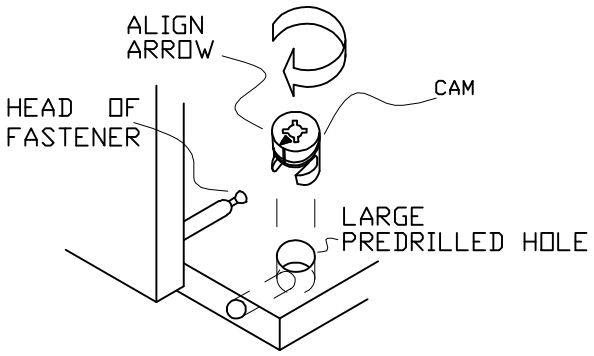
Step 14. Insert TOP KICKER' s plywood flap in between the right side LONG RAISED EDGE and against the TOP. Press TOP KICKER against PARTITION' s shortened corner and TOP. (Make sure the cleats and the plywood flaps are through the inside of the unit). Your friend must hold TOP KICKER until step 16 is completed. See Figure 2.

Step 15. With your friend carefully, insert LEFT SIDE into the holes and dowels of BOTTOM (first) and the TOP. Make sure that the plywood flap is inside the raised edge of the side. Press together firmly to close all the gaps between the BOTTOM, TOP and the LEFT SIDE. See Figure 2.

Step 16. Install 12 Cams into the large pre-drilled holes. Point the arrow on the Cam in the direction of the fastener pin. Push the Cam into the large predrilled hole. Use a screwdriver, to turn each Cam approximately 1/2 turn in the direction of the arrow (clock-wise) to lock it in place. DO NOT OVER TIGHTEN. See Figure 3.

Step 17. With your friend, carefully turn the bookcase onto its face. See Figure 4.

Figure 3



NOTE:
TO OPEN CAM (UNLOCK)
WITH THE SCREW DRIVER
ALIGN (TURN BACK)
THE ARROW ON CAM
IN THE DIRECTION
OF THE FASTENER PIN.

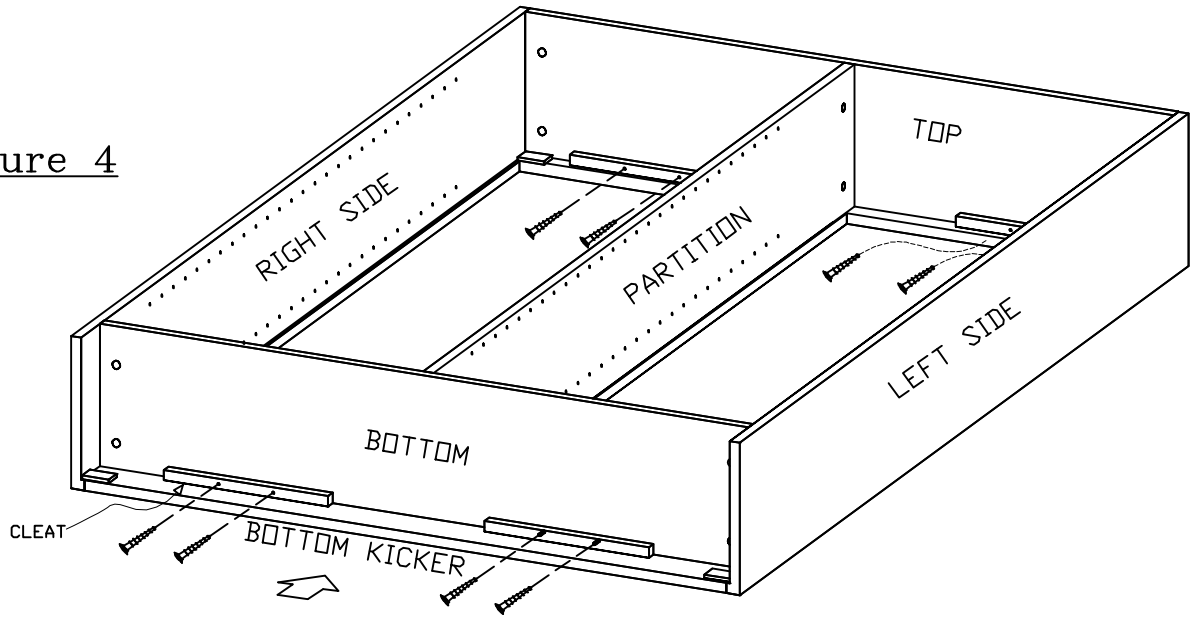
Step 18. With your friend, slide the BOTTOM KICKER (with the cleats facing up and finished edge band to the top of the unit) under the BOTTOM - until the cleats make contact with the BOTTOM. Make sure that the plywood flaps are flush with the raised edges of the sides. See Figure 4.

NOTE: If the BOTTOM KICKER does not slide easily between the SIDE PANELS under the BOTTOM, open (unlock) cams on one side, slightly tap and open the PANEL and slide the BOTTOM KICKER in. When BOTTOM KICKER is in place please tap gently to close the gap between the PANELS and tighten the cams. See Figure 4 and Figure 3.

Step 19. Install 2 Long Screws through the predrilled holes of each cleat of the TOP KICKER and into the TOP. DO NOT OVER TIGHTEN. See Figure 4.

Step 20. Install 2 Long Screws through the predrilled holes of each cleat of the BOTTOM KICKER and into the BOTTOM. DO NOT OVER TIGHTEN. See Figure 4.

Figure 4



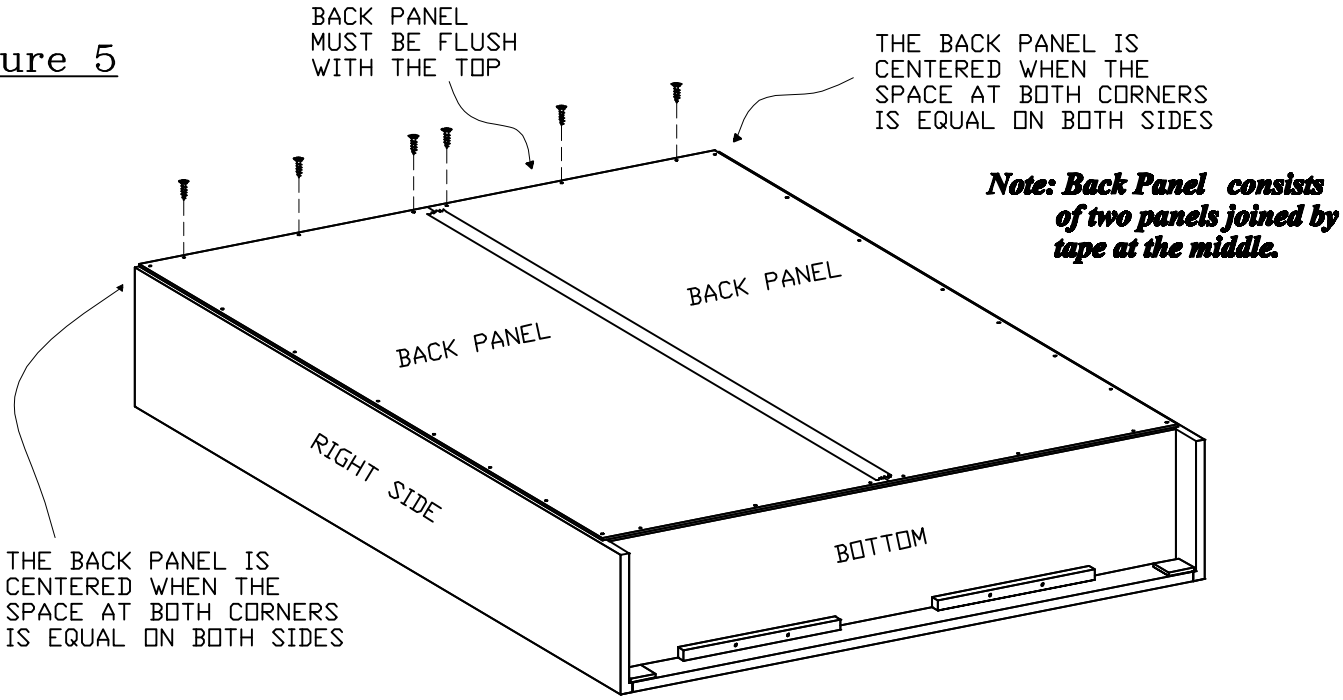
Step 21. Lay the back panel on the back edges of the bookcase. Make sure the BACK PANEL's <u>unfinished side</u> faces up. See Figure 5.

<u>IMPORTANT</u>: Back Panel must be completely aligned with TOP, BOTTOM and side edges as well, to ensure a square cabinet as explained below.

Step 22. Position the back panel flush with the top edge of the Top. Make sure the BACK PANEL does not go over the edges of the top corners. See Figure 5.

Step 23. Insert and screw 6 screws along the top edge of the BACK PANEL. See Figure 5.

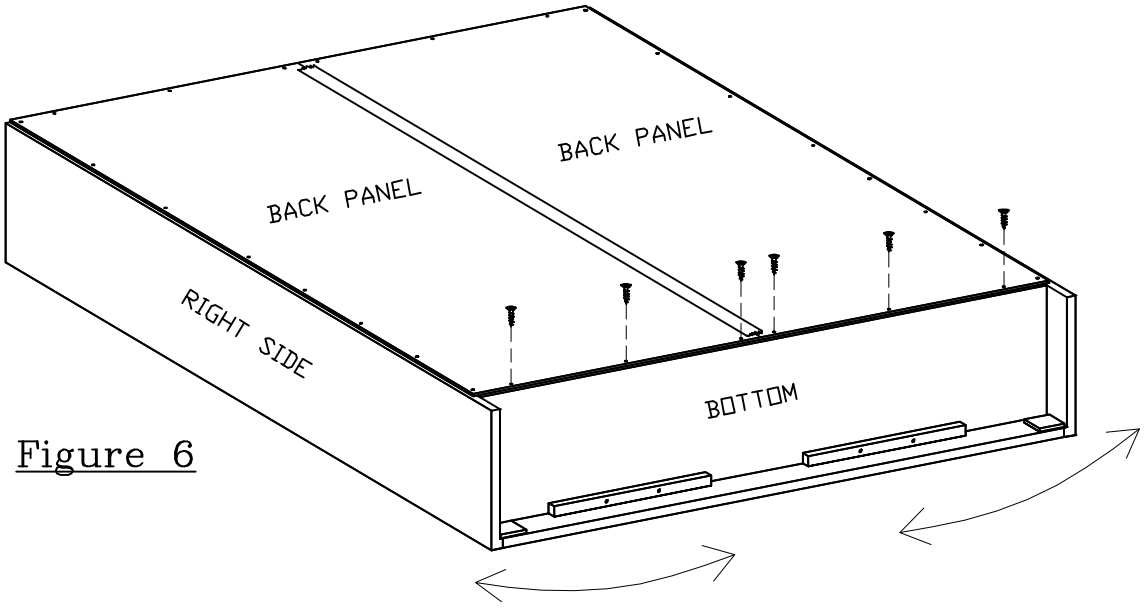
<u>Figure 5</u>



Note: Back Panel consists of two panels joined by tape at the middle.

Step 24. Align the bottom corners of the bookcase with the corners of the BACK PANEL. If necessary, slide the corners of the bookcase to the left or to the right. Make sure the BACK PANEL does not go over the sides at the bottom corners. See Figure 6.

Step 25. Insert and screw 6 screws along the bottom edge of the BACK PANEL. See Figure 6.



<u>Figure 6</u>

Step 26. The edges of the SIDE PANELS must be parallel with the edges of the BACK PANEL. If necessary, slightly push the SIDE PANELS in or out, in order to ensure an equal amount of space along the edges. See Figure 7.

Step 27. Insert and screw 8 screws along each side edge of the BACK PANEL. See Figure 7.

Step 28. Insert and screw 6 screws with washers along the tape. See Figure 7.

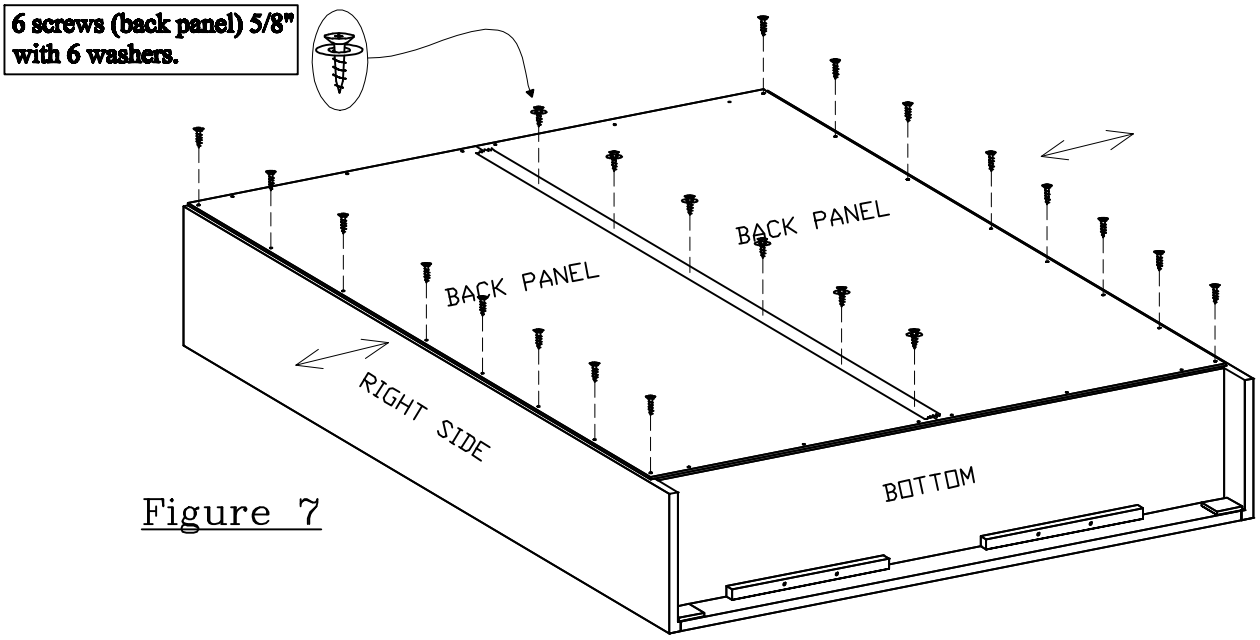


Figure 7

Step 29. With your friend, carefully set the unit upright and move to the desired location.

Step 30. Position and insert securely Shelf Support Pins at the desired locations (4 pins per shelf). Install each ADJUSTABLE SHELF at the desired locations.

Step 31. If necessary, adjust one Shelf Support Pin by rotating 180° at the loose corner to ensure a firm, flat support for ADJUSTABLE SHELF. See Figure 8.

<u>NOTE</u>: For safety, it is recommended to place items on the bookcase shelves starting with the bottom shelf first working your way up the bookcase, shelf by shelf to top shelf. As an added safety feature, we recommend to affix the bookcase to the wall.

We sincerely hope you have enjoyed assembling your unit and that you will make good use of it.

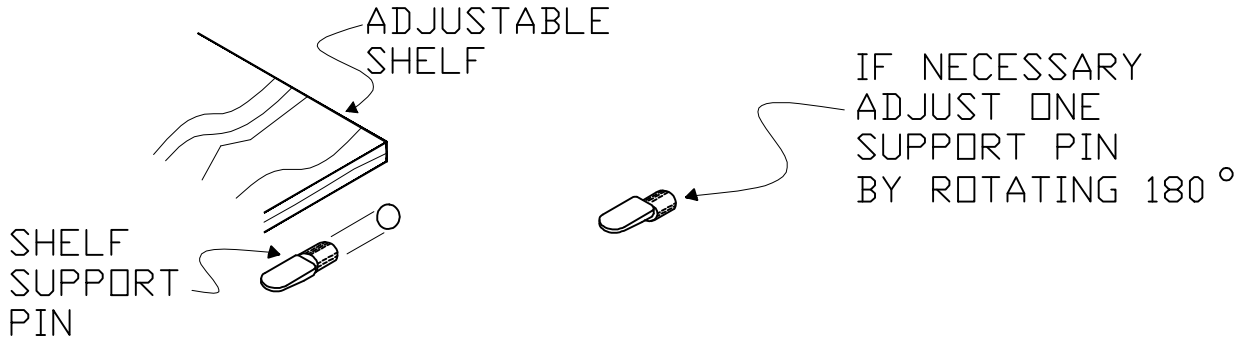
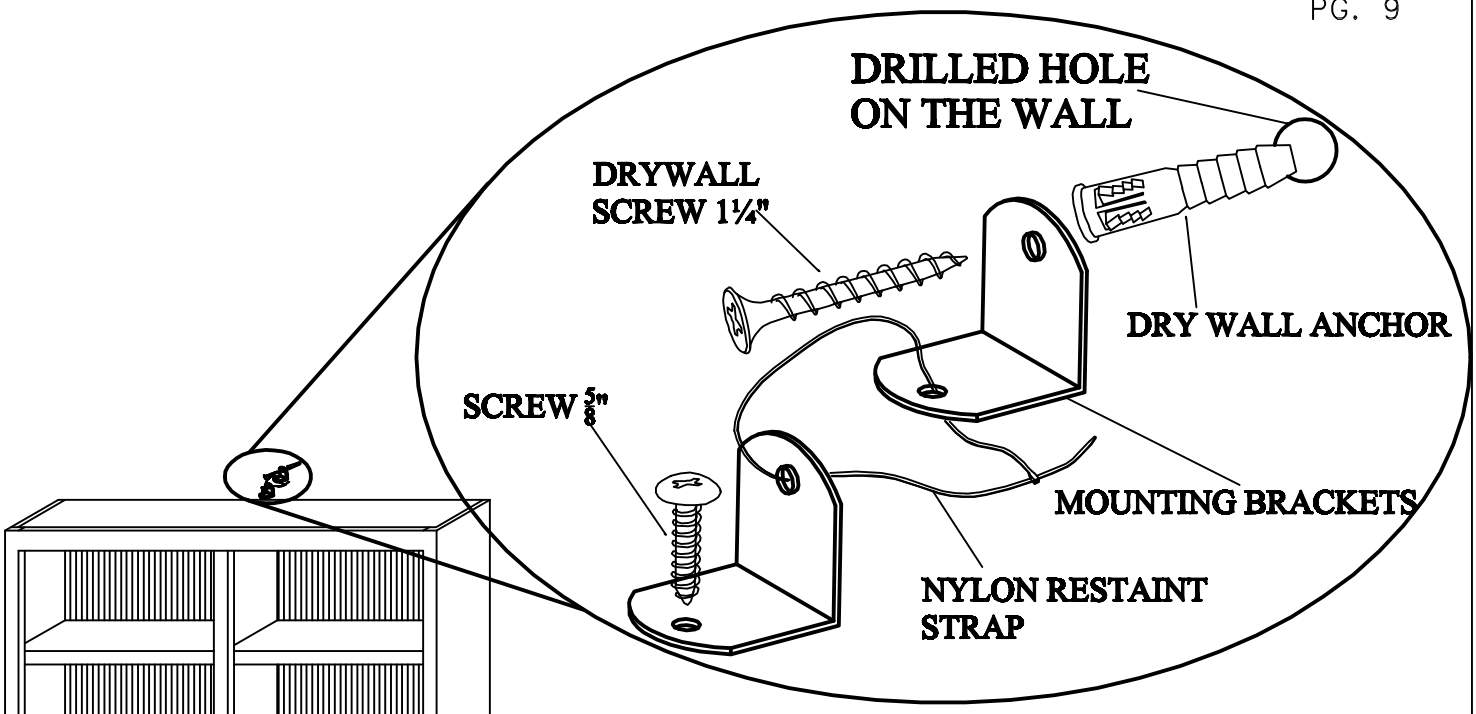


Figure 8



Furniture Tipping Restraint Information

Young children may be injured by tipping furniture. The use of a tipping restraint is highly recommended. This hardware, when properly installed, could provide protection against the unexpected tipping of furniture due to improper use.

WARNING: This product is only a deterrent. It is not a substitute for proper adult supervision.

Installation Instructions:

1. Attach one of the mounting brackets securely to the top back edge of the furniture. Use one of the SHORTER screws to securely attach the bracket to bookcase.
2. Determine where furniture is to be placed and mark location on the wall for the mounting bracket screw hole approximately 2" below the bracket mounted to the edge of the furniture.
3. Drill a 3/16" hole in the wall. Press the plastic anchor into the hole and gently tap until the flange on the anchor is against the wall surface.
4. Position the bracket over the anchor and use one of the LONGER screws to securely attach the bracket to wall.
5. Place the furniture so that the bracket on the back edge is in line with the bracket on the wall.
6. Lace an end of the nylon restraint strap down through each bracket. Bring both ends together and slide the beaded end of the strap through the keyhole-shaped slot in the other end until snug. Pull down on the beaded end until it snap locks into the keyhole slot.
7. Check to make sure the strap is securely laced and locked to the brackets.

KIT TO SECURE BOOKCASE TO THE WALL.